

Portal Authority Board of Directors

MINUTES

Portal Authority Board of Directors Monthly Meeting

August 4, 2005

1:30 p.m. – 4:00 p.m.

Legislative Services Building

200 E. 14th Ave.

Hearing Room A, 1st Floor

Denver, CO

I. Call to Order: 1:35 p.m., Jack Arrowsmith, Vice Chair

A. Roll Call

Attendees: Arrowsmith, Cooke, Picanso, Sobanet

Excused: Rep. Cadman, Davidson, Feingold, Groff, Jenik, Marroney, May, Wells, Williams, T.

Notes transcribed by Angie Onorofskie, Statewide Internet Portal Authority

No Quorum Established

B. Approval of July 7, 2005 Minutes

A quorum was not established, and therefore the minutes could not be approved. Approval of the July 7, 2005 Minutes was postponed until the September meeting.

II. Committee Reports

A. Business Committee, Michael Cooke

No report.

B. Contracts Committee

No report.

C. Finance Committee, Henry Sobanet

Henry Sobanet reported that \$200,000 was transferred into the SIPA account to pay for expenses related to staff and contractors. Research has also begun to find a pro-forma that makes the most sense for SIPA's purposes, but it is not yet complete. There is a meeting planned with Treasury, the State Controller, SIPA Legal Counsel, Henry Sobanet and Colorado Interactive. The purpose of this meeting is to determine how the accounting process should work with the definition of revenue. There will be a report regarding this at the September meeting.

D. Personnel Committee, Rep. Cadman

Rep. Cadman, Chair of the Personnel Committee was not present at the meeting. Committee member, Michael Cooke reported that the committee continues with their effort in finding an Executive Director. There were originally 40 applicants, and the committee has narrowed the applicants down to five. They are currently checking references. The committee might ask for a special meeting regarding the remaining candidates.

Discussion:

Henry Sobanet asked if the meeting would have to be an open meeting since it is a personnel issue.

Richard Westfall, Legal Counsel, stated that he believes the business can take place in an executive session.

Henry Sobanet requested that the meeting take place later in the evening, after 5:00 p.m.

Action Item: When it is determined whether or not the meeting must be open, Angie Onorofskie will get a consensus from the Board as to what times would be appropriate.

III. Update from the Interim CEO, Gregg Rippy

Angie Onorofskie reported that Gregg Rippy regretted not being able to attend the meeting. She stated that the Interim CEO's report is essentially included in the reports from Colorado Interactive and SysTest Labs.

IV. Old Business

No Discussion

V. New Business

A. Colorado Interactive Update - Rich Olsen, General Manager

Rich Olsen reported that Colorado Interactive continues to meet with departments to ascertain online presence and need for interactive services. They are building a good matrix of desired services, some of which are enterprise. So far they have met with 16 departments and one county. These include:

- Revenue
- Public Safety
- Regulatory Agencies
- Military and Veteran Affairs
- Secretary of State

- Education
- Public Health and Environment
- Agriculture
- Labor and Employment
- Law
- Criminal Justice Information System
- Personnel and Administration
- Historical Society
- Local Affairs
- Treasury
- Corrections
- Douglas County

Colorado Interactive has meetings scheduled next week with the following departments:

- Natural Resources
- Department of Transportation
- Health Care Policy and Financing

Departments have shown the most interest in enterprise services such as:

- Conference registration
- Single sign on
- Payment engine
- Content management – common look and feel

In addition to the department meetings, Colorado Interactive has been working on the following activities:

- Continue to meet weekly with OIT on Colorado.gov look and feel
- Meet with UETA – Mark Church is a member of the UETA Task Force
- EGE – met with Nolan several times on EGE
- Worked on business plan
- Worked on DR plan
- Worked on infrastructure pricing and scope
- Interviewed several candidates for System Administrator position
- Working with OIT – suggestions on changes to Colorado.gov have been incorporated.

General Manager's Report

Rich Olsen gave the Board a copy of an example General Manager's report to give an idea of how it would be laid out. Very soon, these reports will be given to the Board monthly, and they will give a snapshot of activities. This particular GM report includes mock information to give an idea of what it would look like. This is a conglomeration of GM reports used in Utah, Montana, and Indiana. It is meant to be very brief, but if the Board desires more information to be included please let Rich

know. Rich will e-mail the report one week before the Board meeting each month. Rich distributed the GM report and went over it with the Board.

Discussion:

Henry Sobanet stated that he really liked how the GM report is laid out. It is a good start and it reflects several questions he anticipates asking in the future. He also stated that it's exciting to know that we are getting very close. He asked if the Board should take a leadership role in developing FAQs, and finding ways to help citizens navigate better.

Rich Olsen stated that he suggests that the Board task CI with that. He also stated that there is an opportunity for feedback on each page, which will help to gather information. Colorado Interactive looks at those very closely.

Sobanet suggested that a proactive approach would be helpful to citizens, as sometimes it is awkward for citizens when they do not know whom to contact for what.

John Picanso asked if any of that would be addressed in marketing.

Rich Olsen stated that the portal is being customized to the citizens of Colorado.

Jack Arrowsmith thanked the audience for coming to the meeting. Jack Arrowsmith had some thoughts, as July 27 marked the one-year anniversary of the SIPA Board. Board members have spent many hours getting to where SIPA is today. He is concerned that there are so few Board members here today, and the portal missed the June first-win date. He stated that he hopes Colorado Interactive is moving forward as quickly as possible.

Michael Cooke stated that with fairness to Colorado Interactive, the contract was signed late, which wasn't anyone's fault.

Rich Olsen stated that there are a lot of penned up questions. Nobody wants the portal operating as quickly as Colorado Interactive does. The revenue needs to start flowing, and something needs to be up before the legislative session begins.

Henry Sobanet stated that the reason many Board members are not present today is that there is a convention going on in Texas.

B. SysTest Update – Bob Halsey, Project Manager

1. PMO/IV&V Activities for July

a) July Deliverables:

- ⁽¹⁾ Initial Gap Analysis – submitted July 19th
 - Assessment of IABP Outline
 - 30-Day Deliverable Review – submitted July 27th
- Assessment of 30-Day Draft Version of IABP
 - 1. Internal Communications Plan – submitted July 29th

Other Significant Events:

- 2. Task Order 2 Signed on July 12th
- 3. SysTest Labs overview presentation to Colorado Interactive on July 29th

Internal Communications Plan:

1. Goals and Objectives

- Identify all Internal Project Communication Principals.
- Define Roles and Responsibilities for Communication.
- Define the Flow of Information between Principals.
- Define Processes for Communication.
- Define the Content of Various Communication Types.
- Define Timeframes for Various Types of Communication.
- Identify all known Communication Channels and Utilization

2. Communication Principals

- The SIPA Board
- Colorado Interactive
- IV&V/PMO

3. Roles and Responsibilities

- SIPA Board – Project Direction
- Executive Director – Conduit for all communication
- Colorado Interactive – Project Initiatives
- IV&V/PMO – Project Status and Deliverable Assessments

4. Communication Needs

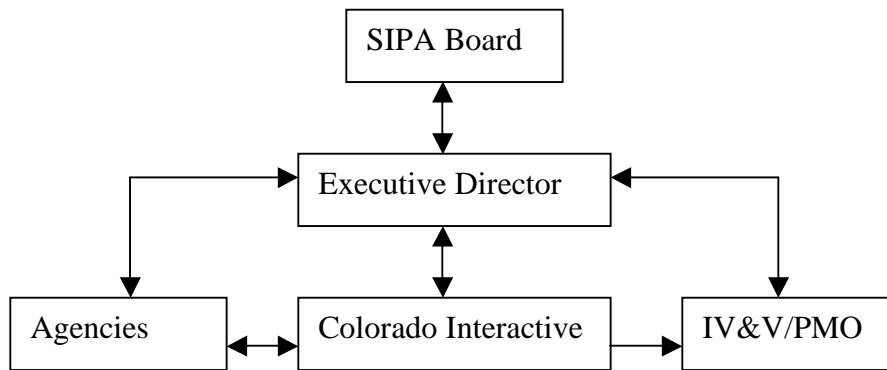
- SIPA Board –Status Reports and EGE Agreements
- Colorado Interactive- Application Prioritization and Task Order/EGE Agreement Status
- IV&V/PMO – Deliverable Status and Task Order/ EGE Agreement Status

5. Communication Content

- SIPA Board – Project Direction
- SIPA Board Presentations – Project Status
- Project Deliverables – CI and PMO/IV&V
- Status Reporting – Weekly to Monthly

- Day-to-Day Communication

6. Communication Flows



7. Channels of Communication

- SIPA Board Presentations
- eRoom
- Emails and Phone Calls
- Stakeholder Meetings
- SIPA Connection

8. Communication Timeframes

- SIPA Board Presentations – First Thursday of Each Month
- Project Deliverables – As Completed
- Status Reports – Weekly on Fridays, Monthly by Each SIPA Board Meeting

PMO/IV&V Activities for August:

1. 60 –Day Deliverable Review of IABP
2. Change Control Process Review
 - a) Review of Existing NIC Process
 - b) Sarbanes-Oxley Compliant
3. Possibly Implement Monthly Colorado Interactive and PMO/IV&V Status and Planning Meeting – if SIPA deems necessary
 - a) Week prior to SIPA Board Meetings

Discussion:

John Picanso asked how long the review of the 60-day deliverables would take.

Bob Halsey answered that it will take a couple of weeks. There is a lot of information, and they go through it very carefully.

Bob Halsey also added, as a side note, that as of July 12, 2005 the eRoom had 117 external members, and 37 of those members had actually logged in. He will get a full report to the Board.

VI. Agenda Items for Next Meeting

- Report from Personnel Committee regarding Executive Director Search
- Discussion of Annual Budget
- Project Matrix/ Applications from Colorado Interactive

Next meeting is scheduled for:

Thursday, September 1, 2005

1:30 p.m. – 4:00 p.m.

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200 E. 14th Ave.

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VII. Adjournment

The meeting was adjourned at 2:15 p.m.